

Administrative Affairs Committee

April 3, 2007

Final Minutes

A meeting of the Administrative Affairs Committee of the Board for Towing and Recovery Operators was convened at 11:02 a.m. on April 3, 2007 in Conference Room 702 of the Department of Motor Vehicles Headquarters in Richmond, Virginia.

Members present:

Mr. Woody Herring, Chair
Mr. Charlie Brown
Mr. Cary Coleman
Mr. Ray Drumheller
Mr. Ray Hodge
Mr. Mark Sawyers
Lt. Curtis Hardison (designee of the superintendent of the State Police)
Ms. Jo Anne Maxwell (designee of the Department of Motor Vehicles)

Staff present:

Mr. Benjamin Foster, Executive Director
Ms. Daphane Phillips, Administrative Assistant
Mr. Jeffrey A. Spencer, Esq., Senior Assistant Attorney General

Chairman Herring asked that **Administrative Assistant Phillips** take minutes of the meeting.

On a motion by **Ray Drumheller**, seconded by **Charlie Brown** the Board voted to accept the minutes of the January 23, 2007 Committee meeting.

Public Comment

Chairman Herring ask those in attendance if any members of the public wished to address the Committee. No one elected to address the Committee.

Old Business

None

New Business

Chairman Herring wanted to know if anything had been done to create a listing of all the Tow Truck Companies in Virginia. **Executive Director Foster** said that Board staff had compiled a list using a Verizon Yellow Pages search engine as well as lists supplied by insurance companies, and associations. The list consists of about 1,500 names after all the duplicate entries have been deleted.

Executive Director Foster went on to say that once website is up and running he hopes to place a request on the site asking tow operators contact the Board and provide contact information. Additionally, he plans to send out a letters to the tow operators on the existing list stating who we are and explain our mandate to regulate the profession. The letter will ask them to send us an address so we may know who they are and ask that they pass the information to other tow companies in their area. **Ray Hodge** said he would like to see a letter go out because so many tow operators do not have computers, email, or access to the internet. **Charlie Brown** wanted to know if the specific language of the letters had been drafted. **Mr. Foster** said that he will have a draft of the letter available by the next Committee meeting. **Mr. Hodge** said that he would like to see a mailing go out in May.

Chairman Herring asked the question who or what committee will be responsible for setting the fees and if the Administrative Affairs Committee has that duty. The committee will need to start looking at some numbers. **Ray Hodge** asked that this put on the agenda for the next meeting.

Chairman Herring asked about the software that the Board will be utilizing for managing licensure information. **Executive Director Foster** said that he would like to use the software currently being used by the Department of Health Profession. This software referred to as License 2000 (L2K) will capture everything that is needed for this board and because it is already in existence will alleviate our need to have something created. **Mr. Foster** said that had already spoken with Virginia Information Technologies Agency (VITA) about it and they are looking into it in conjunction with our computer services request.

Mark Sawyer inquired about the type of examination that a driver would be required to take for driver authorization or whether driver would be grandfathered. **Charlie Brown** asked if the Department of Motor Vehicles would provide online testing. **Executive Director Foster** said that while the Code of Virginia specified that an examination could be given it did not indicate or direct any specific examination. It would be up to the Board to make that decision.

There being no further business **Chairman Herring** adjourned the meeting at 12:08 p.m.

Minutes approved:

Date

Woody Herring, Chair

Benjamin Foster, Executive Director

